



Role Profile - Course Advisor

About Drama School Mumbai

Drama School Mumbai was founded in 2013 to forge a new generation of theatre-makers; actor-creator-entrepreneurs professionally trained to perform and create work to a higher standard of storytelling. We work with a faculty comprising the best theatre practitioners, actors, playwrights, directors, theatre designers and producers. We run an intensive full-time Post Graduate Course in Acting and Theatre-making. We also work to promote the awareness of theatre and its processes to a wider audience through shorter workshops, lectures, and regular presentations of work created by the students and faculty.

Job Description

We are currently looking for a Full-time Course Advisor

Applicant Profile

Education: Graduates/Pursuing Graduation from any stream

Experience: 1-2 years experience in sales

Key Requirements:

1. Actively selling the programmes and workshops offered by the DSM.
2. Work with the Programme Manager to promote the course through multiple online and offline channels.
3. Hitting all sales targets for every event and activity, as outlined in the overall organisational plan.
4. Keep a track of the database and work on ways to build and enhance it
5. Regular data collection at all events/activities of DSM, and running existing systematised processes to collect and record data
6. Responding to all incoming queries received for various activities and programmes

**Skills:**

- Good communication and interpersonal skills. Should have the ability to coordinate between departments for smooth functioning of activities at DSM.
- Good computer skills and should be proficient in MS Office.
- Should be able to generate and present reports.

Reporting to: Programme Manager

Working Hours:

- Full-Time Monday-Friday and two Saturdays will be working.
- Compensatory leaves will be provided if you are asked to work on a company holiday.
- You will work remotely in the initial months of employment and will start working from a physical place later which will be in Mumbai. Reimbursement for phone and internet expenses (the amount will be specified in your terms of engagement with us) will be provided.

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Remuneration :

Rs.1,56,000 - Rs.2,16,000 p.a. (CTC all inclusive) depending on the prior experience and qualifications of the candidate.

To Apply:

Write to us at – companymanager@thedramaschoolmumbai.in with:

- Your current and complete C.V.
- Cover letter stating why you would like to take up the job
- Two reference letters of people who know you in a professional capacity.